

# Moencopi Day School

## POSITION DESCRIPTION

<b>TITLE:</b>	Information Technology Technician
<b>EMPLOYMENT:</b>	12 Months (exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	To maintain and oversee the overall operation of the school's technology structure and coordination.
<b>ADHERENCE TO:</b>	Hold a firm belief and commitment to MDS philosophy, vision and mission.

### QUALIFICATIONS

- Must have an AA degree in Computer Science or equivalent;
- Required two (2) years of experience in working with computers or related field;
- Must have knowledge and experience in computer set up, maintenance and operation;
- Must have knowledge and experience in web development, communication network (internal and external), and design;
- Required experience with diverse populations, specifically Native Americans;
- Experience with teacher collaboration teams or teamwork a must;
- Computer literature and experience with computer applications and technology based assessments (Microsoft Word, Excel, Outlook, Power Point, MDS's Core and Supplemental Curriculum);
- Required valid Driver's License, First Aid/CPR Certificate;
- Must pass Background Check with Hopi and Navajo Tribes, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community;
- Hopi/Native American Preference.

### RESPONSIBILITIES

- Responsible for development of MDS's internet use guidelines and procedures;
- Assist in server maintenance and connectivity for desktops and laptops for staff and students;
- Responds to inquiries and requests for assistance with the organization's computer systems i.e. interactive boards, On Call Phone System, NASIS, and PCs;
- Support staff and students in use of information/media technology;
- Maintains area network, hardware, troubleshoots and installs software, trains others in use of practical hardware and software;

- Assists with inventory of all equipment and major software programs;
- Assists in data communication between servers and terminals, printers, etc.;
- Oversees the technology aspect of the computerized system to support MDS's curriculum;
- Identifies computer problems, troubleshoots and provides advice to assist users;
- Monitor system users to regulate guidelines and security awareness;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will spend additional time with MDS students within and outside classroom to reach AYP;
- Will meet highly qualified position description with Arizona State Certifications, BIE, BIA, Arizona Department of Transportation and Arizona Department of Lunch Program;
- Will be in daily attendance of 90% or better on a monthly basis.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff meetings and all required school in-service program activities;
- Serves on committees as requested;
- Be responsible for own involvement as a contributing member involving group decisions and the development of positive, cooperative building environment;
- Be responsible for following accountability procedures; know and observe Board policies and regulations;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty;
- Provides Quality Customer Service;
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_